



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

18 July 2005

MEMORANDUM FOR DISTRIBUTION B

FROM: WR-ALC/CC

SUBJECT: Civilian Participation in Raising Educational Achievement for Children in Houston County (REACH), DP Policy #07-05 (S/S DPC Policy #05-04, 21 Oct 04)

1. For several years, Team Robins has projected a genuine "people first" philosophy beyond the gates of the base by participating in the REACH mentoring program. This program makes a tremendous difference with local, at-risk youth by providing positive role models that convey encouragement for self-improvement in reading and math skills, school attendance, setting academic goals, self-esteem and self-discipline. Hence, I am making this program a permanent part of the Robins AFB community outreach efforts.
2. REACH mentors are expected to spend one hour per week, during the school day, with their student(s). As such, approved REACH mentors are authorized excused absences in conjunction with lunch as follows: employees working a flexible schedule (flextime) will observe a 45-minute lunch period and be granted 45 minutes of excused absence; employees working a regular tour of duty with a 30-minute lunch will be required to take a 45-minute lunch, extend their duty day by 15 minutes and will be granted 45 minutes of excused absence; and employees working a straight 8-hour shift with an on-the-job lunch period will be allowed up to 45 minutes excused absence. Leave must be charged for any additional time used. For mentoring sessions that occur outside the lunch break, employees may be authorized one hour of excused absence, portal to portal, to participate. The above guidance is in accordance with DPC memorandum dated 21 January 2000, governing excused absence (<https://wwwmil.Robins.af.mil/dpc/EXCABS.htm>).
3. I appreciate your continued support of this important program. Personnel desiring to become a REACH mentor should contact the Robins AFB REACH Coordinator, Ms. Laura Lunday, at extension 67988 for additional information. Questions concerning excused absences for REACH mentors can be referred to your servicing Employee Relations Specialist at extension 65307 or 65802.

Michael A. Collings
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Commander

cc:
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